

HEALTH AND SAFETY RISK ASSESSMENT GUIDANCE

*Please note that all EYFS, Primary and Secondary school groups must always be supervised in all areas of the gardens and glasshouses. When visiting restricted or potentially busy areas, including glasshouses, please limit groups sizes and do not take more than 15 pupils per group in at one time. This guidance is available to help visiting schools in writing their own Risk Assessment.

Risk assessment ref no:09/2020	3-18	Completed by:	Helen Gill – Formal Learning and Development Manager
Date risk assessment completed:	16 th September 2020 Version. 7 Updated September 2021	Review date:	Ongoing, dependent on Government Guidance and CLEAPSS Guidance
Task/Activity:	Visiting school parties – THIS IS A GUIDANCE DOCUMENT TO ASSIST SCHOOLS IN WRITING THEIR OWN RISK ASSESSMENTS		
Department:	Formal Learning/Schools	Location:	Royal Botanic Gardens, Kew
Persons at risk:	Members of public, RBG Kew Staff and Volunteers and Visiting School Parties		

Risk/Hazard	Existing Control Measures	Risk Level * (Tick one)			Further Action needed to reduce risks. (Provide timescales and initials of person responsible)
		High	Med	Low	
Contact with moving machinery or material being machined.	<ul style="list-style-type: none"> All equipment maintained to comply with health and safety legislation. Warning signage (as appropriate) displayed prior to work commencing. Barriers installed to prohibit access to unauthorised person in the working area. No work equipment left unattended. Keys removed from ignition switches. Work equipment removed upon completion of work. RBG Kew staff and contractors competent to undertake tasks. On-going supervision provided. All RBG Kew staff and contractors wear high visibility clothing and personal protective equipment. 		Med		<ul style="list-style-type: none"> Leaders of school parties to provide supervision and guidance for all persons within their groups. Some areas within the grounds are signed PRIVATE. These areas should not be entered unless accompanied by a Kew employee.

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	<ul style="list-style-type: none"> Specific risk assessments and method statements in place prior to work commencing. 				
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	Existing Control Measures	Risk Level * (Tick one)			Further Action needed to reduce risks. (Provide timescales and initials of person responsible)
		Hi gh	Med	Low	
Assessment. <i>Covid-19: specific measures to be taken with indoor and outdoor teaching sessions to prevent the transmission of the Covid-19 virus.</i>	<p>General</p> <p>Kew has put into place a series of measures throughout the site to minimise the risk of spreading Covid-19. These measures are in place to promote safe social distancing and encourage safe practices. Our safety measures will include one-way systems and limits on the numbers accessing indoor spaces at any one time. These measures will be subject to regular review to ensure that all visitors are kept safe during their visit.</p> <p>Suitable signage, markings and safety instructions must be adhered to when escorting groups around the site and visiting attractions.</p> <p>Kew Taught sessions (assisted visits) -</p> <ul style="list-style-type: none"> • RBG, Kew staff to maintain 2 metre distance from the pupils and school staff wherever possible. • Face coverings will be worn by Kew staff when delivering taught sessions within indoor spaces such as glasshouses and classrooms and in other circumstances where 2m social distancing might be compromised. • The Lead teacher (adult responsible for the group) should organise the pupils so that pupils maintain 		Med		<p>Lead teacher to review their Risk Assessment, read Prices, Planning and Practical Information and check the Kew.org website for last minute general visitor information. If an emergency, we need to cancel your visit we will contact the school directly.</p> <ul style="list-style-type: none"> • Lead teacher contact details to be included on the booking form. Please ensure we have a mobile number for the lead teacher. • In the event of pupils or adults who have taken part in an educational session led by a RBG, Kew teacher testing positive for Coronavirus within 10 days of their visit must let schools@kew.org team know as soon as possible. • In the event that RBG, Kew staff leading the session test positive for Coronavirus, Kew will contact the school. • Visiting school groups should visit the toilets prior to the start of a teaching session.

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	<p>2m distance from RBG, Kew staff and volunteers wherever possible.</p> <p>Indoor Teaching Spaces for taught sessions – Accessing Rooms and Segregation of School Groups</p> <ul style="list-style-type: none"> • RBG, Kew staff will share all relevant COVID & regular H&S information at the start of the taught session. • Visiting school groups will always be segregated in the Lecture Rooms/Museum Number One • Clearly marked one way and two-way system for staircases to be used when accessing the teaching spaces. • Indoor spaces to be accessed only when previous group using the teaching space have exited the building. • Windows to be opened to ensure through ventilation during the taught sessions (this requirement will need to be balanced with the need to maintain comfortable working temperature). • When organising seating for addressing a whole group, pupils will be sat side by side. • Layout of tables, seating and equipment should encourage pupils to work side by side rather than facing each other. • ‘Clean corridors’ will be maintained for access routes to stairwells, lift and toilets. • Externally accessed public toilets will be used prior to the indoor session starting. <p>PPE Equipment Face coverings</p>				<ul style="list-style-type: none"> • All adults accompanying visiting school groups and pupils aged 11+ (unless exempt) should bring a face covering to wear indoors and when visiting the glasshouses, shops, and café. • The schools meeting point for taught sessions is clearly signposted. If you are facing The Botanical Restaurant, the meeting point is to the left of the building, in the courtyard just behind the restaurant. A RBG, Kew Teacher will meet you there for your taught session. Please do not enter the building unless you are asked to do so by a member of RBG, Kew Staff (Kew teacher).
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	<ul style="list-style-type: none"> • Face coverings are no longer advised for children, parents, staff, and visitors either in classrooms or in communal areas. • The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you do not normally meet. This includes public transport and dedicated transport to school or college. • RBG, Kew staff may wear face coverings and use sanitiser during the taught sessions. <p>Cleaning Regimes</p> <ul style="list-style-type: none"> • Surfaces, furniture, and equipment which are likely to have been touched by pupils or school staff are to be disinfected prior to their use by pupils from another school group. another • • Pupils taking part in indoor taught sessions will be asked to use sanitiser at the start and the end of each session. • As an alternative to sanitising resources that have been handled by pupils, the resources may be 'quarantined' within a designated room for a period of not less than 72 hours, if not required for another taught session. Under such circumstances the resources will be laid out on the table and clearly 				
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	<p>labelled with the date used and the date when the 72 hours has expired.</p> <p>Teaching Resources</p> <ul style="list-style-type: none"> • <div style="border: 1px solid black; padding: 5px;"> <p>Teaching resources used to deliver a teaching programme may be passed around between pupils in the group, although Kew teachers may take steps to minimise this if it can be achieved without compromising the session. These resources may also be reused by groups from the same school for any sessions delivered later in that day without undergoing sterilization procedures.</p> </div> <ul style="list-style-type: none"> • <p>Emergencies</p> <ul style="list-style-type: none"> • The normal procedure of contacting Constabulary and/or a member of the Operations and Projects (Schools Team), still applies in the case of medical emergency, injury or other serious incident, involving visiting pupils/staff or a member of RGB, Kew staff. 				
<i>Struck by moving, flying or falling object.</i>	<ul style="list-style-type: none"> • Gardens are closed to public when it is deemed that weather conditions pose a danger to visitors. <p>Tree Top Walkway</p> <ul style="list-style-type: none"> • Exclusion zone immediately underneath walkway. • Emergency telephones located at the base and top of treetop walkway stairs. • Emergency telephone located within treetop walkway passenger lift. 			Low	<ul style="list-style-type: none"> • Leaders of school parties to check Government Guidance, Kew website, Met office and transport websites to see if any restrictions have been put in place. <p>Risk of falling branches.</p> <ul style="list-style-type: none"> • Supervising adults not to stand groups under trees in adverse conditions e.g.: high winds, lightning storms, or heavy snow.

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	<ul style="list-style-type: none"> Signage displayed adjacent to emergency telephones on action to take in the event of an emergency. 				
<i>Struck by moving vehicle.</i>	<ul style="list-style-type: none"> Garden speed restriction of 10 mph in force. Movement of all non-gardening related vehicles is restricted to a minimum during the Gardens opening hours. Vehicle access restricted to specific routes. Only authorised RBG Kew staff operate horticultural vehicles. Safe working procedures in place to monitor drivers/vehicle movement within the Gardens. In the event of an emergency, non-gardening vehicles are provided with escorts (RBG Kew Constabulary or pedestrian). All equipment maintained to comply with health and safety PUWER (Provision and use of Work Equipment Regulations) legislation. Keys removed from ignition switches. Work equipment removed upon completion of work. RBG Kew staff and contractors competent to undertake tasks. On-going supervision provided. RBG Kew staff identifiable by branded clothing and photo security passes. RBG Kew (on site) contractors identifiable by their company branded clothing. Specific risk assessments and method statements in place prior to work commencing. 			Low	<ul style="list-style-type: none"> Leaders of school parties to provide supervision and relevant guidance for all persons within their groups. Leaders to ensure all individuals in the group are aware of working vehicles in the gardens. Leaders to note that some vehicles are very quiet and to be always observant.
Slip, trip or fall on same level.				Low	<ul style="list-style-type: none"> Leaders of school parties to provide supervision and relevant guidance for all persons within their groups.

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					<ul style="list-style-type: none"> Further information in relation to measures can be found in the FAQ document.
Legionella	<ul style="list-style-type: none"> Water management system in place. Legionella testing carried out. L8 Risk assessments completed. 			Low	<ul style="list-style-type: none"> Leaders of school parties to ensure all party members wash hands before eating as outlined in 'health and safety visit on your visit' document.
Exposure to heat / fire/cold/damp	<ul style="list-style-type: none"> All school parties are given guidance on what to bring depending on the season on 'health and safety on your visit' document. <p>Note: During the summer months, there are high levels of pollen present, and the glasshouses can reach very high temperatures.</p>			Med	<ul style="list-style-type: none"> Leaders to ensure all participants are briefed and advised on what clothing to bring – depending on the time of year. In hot weather supervising adults should, where possible, make use of shaded areas. Pupils and staff are encouraged to drink plenty of water. Supervising adults should speak to Kew staff for further information on water tap locations around the Gardens. Contact Kew Constabulary in case of emergency: (see health and safety on your visit document)
Injury by an animal	<ul style="list-style-type: none"> Kew constabulary available to deal with incidents (see health and safety on your visit document) 			Low	<ul style="list-style-type: none"> Supervising adults to avoid any contact with animals on site and supervise pupils to prevent contact.
Safeguarding	<ul style="list-style-type: none"> Safeguarding policy and procedures in place. RBG, Kew Staff, volunteers and contractors follow safeguarding Code of Good Practice. Staff, volunteers, contractors, and relevant others, working with children have undergone appropriate DBS checks and training. All RBG, Kew teachers and Kew schools programme volunteers have enhanced DBS checks with barring list. 			Low	<ul style="list-style-type: none"> Leaders of school parties to provide supervision and relevant guidance for all persons within their groups.

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	<ul style="list-style-type: none"> There is clear communication to schools that they always remain responsible for their pupils within the Gardens. Recommended ratios adults-to-children for school groups/activities: SEN 1:1 EYFS 1:4 KS1 1:5 KS2 1:8 KS3 1:10 KS4/5 1:12 SEND 1:1 RBG, Staff, volunteers, and contractors know how to contact constabulary. Staff receive regular safeguarding training. Images of pupils are only taken by RBG, Kew staff members with written consent of schools. RBG, Staff and volunteers follow Kew's Digital safeguarding Policy. 				<ul style="list-style-type: none"> School parties must always be supervised in all areas of the gardens and glasshouses by supervising adults from the school. Supervising adults to inform a member of Kew staff if unauthorised photos are being taken of the pupils by members of the public.
<i>Exposure to allergens – Allergic response to plant materials including sap.</i>	<ul style="list-style-type: none"> Kew constabulary available to deal with incidents (see health and safety on your visit document) 			Low	<ul style="list-style-type: none"> Supervising adults to make Kew teachers aware of any known allergies at the start of any taught sessions and supervising adults to ensure that pupils wash their hands before eating lunch. Pupils to be told not to pick, collect, put items or their fingers in their mouth. Constabulary to be called if a pupil has an allergic response.
<i>Harmful/poisonous plants/fungi (mushrooms and Toadstools)</i>	<ul style="list-style-type: none"> Group leaders of school parties must advise all persons within their supervision that they should not pick or eat any parts of any plants in the Gardens. If prepared plants are to be touched or consumed for educational reasons, the group leaders must check persons within their supervision for any known allergic reactions to plants prior to visiting the Gardens. 			Low	<p>Prior to visiting the Gardens, leaders of school parties to:</p> <ul style="list-style-type: none"> Inform persons within their supervision they should not pick, collect or eat any parts of any plants in the Gardens. Check persons within their supervision for any known allergic reactions to plants.

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	Please refer to the <i>Garden Regulations</i> , no parts of a plant should be collected from the ground or picked unless with Kew staff supervision.				
Plants with sharp spines or thorns	<ul style="list-style-type: none"> Many plants within the cactus areas of some glasshouses have sharp spines/thorns – some are placed behind protective screens and warning notices displayed “do not touch”. <p>Note: <i>Plants with sharp spines/thorns can be found throughout the Gardens.</i></p>			Low	<ul style="list-style-type: none"> Prior to visiting the Gardens, leaders of school parties should ensure persons within their supervision are made aware of the dangers of touching plants with sharp spines/thorns.
Environment unfamiliar to students and their supervising adults	<ul style="list-style-type: none"> Documentation e-mailed to schools outlining adult supervision ratios, links to a site map and Health and Safety information and s guidance document for Schools to use when completing their own risk assessment form. Signage displayed at key intersections of Gardens identifying locations of places of interest. 			Low	<ul style="list-style-type: none"> Leaders of school parties to ensure that the correct number of adults is present to manage the group sizes effectively. These ratios are. SEN 1:1 EYFS 1:4 KS1 1:5 KS2. 1:8 KS3. 1:10 KS4 & 5. 1:12 SEND 1:1 Home Education 1:2 Leaders of school groups to read supporting information documents which have been emailed to them including Top tips for teachers; a map; H&S info and risk Assessment form which can integrate into their own risk assessments. All groups / supervisory persons to be provided with a map, times and what to do in an emergency as outlined in the ‘Health and safety on your visit.

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<i>Pupils getting separated from their group.</i>	<ul style="list-style-type: none"> • RBG Kew Constabulary carry out periodic patrol of the Gardens. • RBG Kew staff; wear branded clothing/uniform and/or photo security passes. • All RBG Kew Constabulary and many other staff carry communications aids. • An emergency contact number and guidelines are displayed on the '<i>Health and safety on your visit</i>' document. • RBG, Kew Schools Team have emergency contact number for leaders of school groups. <p><i>Note: Leaders of school groups must supervise pupils in their party to ensure they do not become lost or disorientated.</i></p>			Low	<ul style="list-style-type: none"> • Ensure that the schools' team have an emergency telephone number for the lead teacher, preferably a mobile number and ensure that this mobile is always available. • All groups / supervisory persons to be provided with a map, times and what to do in an emergency as outlined in the '<i>Health and safety on your visit</i>'. • Leaders of school parties to ensure all accompanying and supervisory adults always have relevant paperwork on them.
<i>Security</i>	<ul style="list-style-type: none"> • RBG Kew Constabulary based in the Gardens. • RBG Kew Constabulary periodically drive / walk-through / cycle around the Gardens. • CCTV strategically sited within the Gardens. • CCTV monitored by RGB Kew Constabulary 24/7. • All reasonable measures are taken to ensure RBG Kew staff who may be left alone with pupils or be in a position of substantial access with pupils have been subjected to Disclosure and Barring Service checks. 			Low	
<i>Welfare facilities</i>	<ul style="list-style-type: none"> • Public toilet blocks are available (with disabled facilities). • All public toilets are regularly supervised and cleaned. • Cafeteria facilities are available in the Gardens offering a selection of snacks, hot food and drinks. 			Low	<ul style="list-style-type: none"> • Visiting school parties should visit the toilets prior to the start of a teaching session. If pupils need to use the toilets during the teaching session one supervising adult must remain with the group during the teaching session.

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					<ul style="list-style-type: none"> The nearest toilets to The Botanical/MN1- Schools meeting point for taught sessions are Victoria Plaza or the Pond public toilets. We advise school leaders to check the left-hand block toilets are empty before use. Leaders of school parties to provide supervision and relevant guidance for all persons within their groups. School parties must always be supervised in all areas of the gardens and glasshouses.
First Aid and Medication	<ul style="list-style-type: none"> Qualified first aiders are always in the Gardens in the event of an emergency. Qualified first aiders in Constabulary are also trained in Paediatric First Aid. <p>Note: Leaders of school parties must accept responsibility for first aid requirements of their pupils or staff should they arise.</p>			Low	<p>Leaders of school parties to:</p> <ul style="list-style-type: none"> Provide first aid cover for all persons within their supervision. Carry a portable first aid kit. Ensure they have the RBG, Kew Constabulary contact details in case of an emergency (<i>see health and safety on your visit document</i>).
Emergency Evacuation	<ul style="list-style-type: none"> Emergency evacuation procedures are in place in all buildings. RBG Kew staff and RBG Kew based contractors are familiar with and regularly practice emergency evacuations. Emergency notices are posted within the site and in all buildings. Dedicated assembly points are indicated on the evacuation notices. When visiting school parties are with Kew Teaching staff, they will guide them to evacuation routes and assembly points. 			Low	<p>Leaders of school parties to ensure:</p> <ul style="list-style-type: none"> Persons within their supervision evacuate buildings upon hearing the alarm and assemble at the dedicated assembly point.

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Play Equipment/Children's Garden	<ul style="list-style-type: none"> All equipment is regularly checked to ensure it remains "fit for purpose" and results of inspections are recorded in an equipment log. All play equipment within dedicated play areas i.e., conform to current British and European Standards and is subject to regular inspection. Supervision of visiting school parties always provided by school leaders. <p>Note: RBG Kew <u>do not</u> provide supervisory staff for school parties in play areas.</p>			Low	<ul style="list-style-type: none"> Leaders of school parties to provide supervision for all persons within their groups whilst on the play equipment in the children's garden. Leaders to be aware of other users in the play areas and note age limits. <p>For Safeguarding reasons, leaders of school parties will not be able to visit the Children's Garden prior to visiting with their school party.</p>
Lunch Space	<ul style="list-style-type: none"> The space is checked daily to ensure it is 'fit for purpose' and a weather management plan is in place. All RBG Kew staff and volunteers who assist with lunches have an Enhanced DBS with barring list check. A member of RBG Kew staff or a volunteer will be at the space to check school groups in and out during their timed slot. A fire risk assessment has been completed on the space. There are automatic fire alarms which connect directly to the Constabulary control room. There are three break glass points throughout the structure to set the alarm off manually. There are two fire actions stands (one near the entrance and the other the exit), with fire extinguishers and first aid kit. RBG Kew staff and volunteers are all aware of the fire evacuation procedures. The evacuation point is the weather monitoring station, directly opposite the lunch space. This is signed and staff/volunteers will direct groups to this point. Hand sanitiser dispensers are available to use. 				<ul style="list-style-type: none"> School staff remain responsible for their pupils at all times while in the lunch space.

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Access / services for persons with special needs	<ul style="list-style-type: none"> • Ramped accessed to public buildings. • Paths accessible for wheelchair use. • Lift access available in public buildings. • Hearing loop systems in place within entrance Gate Boxes. • Limited wheelchair facilities available at entrances to the Gardens (first come basis). • Limited number of mobility scooters available (must be booked in advance); training provided. • Ramped access to RBG Kew Explorer Bus (internal tour of Gardens only – tickets purchased at point of tour). • Disabled access to RBG Kew Discovery Bus (internal tour of Gardens only – private hire by prior arrangement). 			Low	<ul style="list-style-type: none"> • Prior to visiting the Gardens, leaders of school parties should note their requirements when booking on-line and discuss with RBG Kew's Schools Team any individual needs of members of their group.
Travel – Coach drop-off	<ul style="list-style-type: none"> • Due to parking changes, unfortunately coaches can no longer pick up or drop off groups on Kew Road. • The new coach drop-off location is Elizabeth Gate, which is on Kew Green. Coaches cannot park on Kew Green. Please allow extra walking time in the gardens if you have an education session booked. 			Low	<ul style="list-style-type: none"> • When schools book their coach travel, they will need to share the coach drop off information with their coach company. This will ensure that the coach company allow adequate time to drop off the school party.
Insurance (Public Liability)	<ul style="list-style-type: none"> • RBG Kew holds Public Liability Insurance and holds the LOtC (Learning Outside the Classroom) Quality Badge. 			Low	

DEFINITION OF RISK LEVEL

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Hazard Severity

		Negligible Negligible injury, no absence from work	Slight Minor injury requiring first aid treatment.	Moderate Injury leading to a lost time accident.	High Involving a single death or serious injury	Very High Multiple deaths
Likelihood of Occurrence	Very Unlikely A freak combination of factors would be required for an incident to result.	LOW	LOW	LOW	LOW	LOW
	Unlikely A rare combination of factors would be required for an incident to result.	LOW	LOW	LOW	MEDIUM	MEDIUM
	Possible Could happen when additional factors are present, otherwise unlikely to occur.	LOW	LOW	MEDIUM	MEDIUM	HIGH
	Likely Not certain to happen but an additional factor may result in an accident.	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Very Likely Almost inevitable that an incident would result.	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Action Priority Table

Risk Level Rating	Action	Priority
High	Significant risk	Immediate Action Required
Medium	Risk must be reduced where further actions identified.	Action Required
Low	Risk is controlled but monitor the control measures.	Ongoing Monitoring Required

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LOW RISK	May be acceptable; review task to see if risk can be reduced further.
MEDIUM RISK	Task should only proceed with appropriate management authorisation after consultation with Health and Safety Team. Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further prior to task commencement.
HIGH RISK	Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement.